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<b>Bulletin Number</b>	21808BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Mental Health
<b>Position Title</b>	REGISTERED NURSE I, SHERIFF
<b>Additional Title</b>	ONLINE FILING ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, EMAIL, FAX, OR IN-PERSON WILL NOT BE ACCEPTED.
<b>Exam Number</b>	25139A
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	10/09/2013
<b>Filing End Date</b>	10/23/2013
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	5450.48
<b>Salary Maximum</b>	7940.32
<b>Position/Program Information</b>	<b>THIS CLASS PROVIDES PROFESSIONAL NURSING CARE AND SERVICES TO INMATE PATIENTS IN A SHERIFF'S CUSTODY FACILITY.</b>

Positions allocable to this class typically report to higher-level nurses or providers. This position applies recognized nursing principles and practices in providing professional nursing care and/or services under an appropriate level of supervision in a variety of settings. Duties are performed in accordance with specific instructions, departmental policies and procedures and established general written standards of nursing care. Positions are responsible for assessing, planning, implementing, and evaluating care as part of an interdisciplinary team. This position serves as a professional role model and may provide direction to others. Nursing practice at this level demonstrates the application of basic assessment skills; independent judgment and action; and adherence to patient privacy, confidentiality, and security guidelines.

**Essential Job Functions**

- Follows established policies and procedures within their scope of practice.
- Complies with licensing and accreditation standards and other regulatory requirements.
- Conducts self-assessment of performance and identifies own learning needs.
- Consistently seeks assistance and feedback regarding patient and clinical practice issues.
- Accepts personal accountability and demonstrates initiative in continuing to develop nursing knowledge and skills.
- Communicates and collaborates effectively as a member of an interdisciplinary healthcare team as needed.
- Participates in patient care conferences, committee meetings, staff development, standardized procedures and/or education programs to increase or maintain professional competency.
- Seek experiences that reflect current clinical practice to achieve and enhance professional and clinical skills and competencies.
- Remains up-to-date on current professional skills, trends, and issues.

- Participates in performance improvement activities.
- Maintains courteous and respectful interaction with patients, co-workers, and members of the public.
- Provides care in a non-judgmental, non-discriminatory manner.
- Respects patient rights; adheres to and protects patient privacy, confidentiality, and security guidelines.
- Assists with responses to ALCU inquiries, third party complaints, inmate complaints and court orders by providing complete and accurate information in accordance with departmental policies and procedures.
- Completes and maintains accurate and legible documentation and records in a clear, concise, and timely manner.
- Reports and may intervene in incidents involving patients, visitors, or employees.
- Delegates, assigns, and/or supervises the assigned work of others including Licensed Vocational Nurses (LVNs), nursing attendants, technicians, clerical staff, and students. The Registered Nurse I, Sheriff is accountable for the completion of delegated work.
- Assists in the operation of information technology systems to facilitate patient care.
- Participates in approved clinical investigations or research studies in accordance with departmental policies.
- Participates in product evaluation and product standardization activities.
- Participates in organization-wide committees and projects.
- Performs Standardized Procedures competently and in accordance with departmental policies and procedures.

**Assessment/Reassessment:**

- Interviews patient and other individuals to collect information as part of a comprehensive assessment.
- Observes overall patient condition including physically assessing the patient.
- Identifies economic, educational, and cultural barriers; spiritual influences; and age specific and biophysical needs according to accepted standards of practice and departmental policies and procedures.
- Reviews all available information, including medical records, patient history, and other documentation.
- Documents all findings and observations.
- Initiates reassessment of patients as necessary when a patient is currently or potentially at physiologic, psychological, and psychosocial risk.
- Recognizes deviations from baseline and interprets subtle changes in a patient's condition.
- Prioritizes care based on appropriate identification of nursing diagnosis and patient needs.

**Planning:**

- Formulates a plan of care and/or nursing care plans based upon assessment in accordance with provider orders and/or approved departmental standardized procedures.
- Identifies nursing care objectives and makes appropriate referrals.
- Prioritizes patient care needs and activities as a member of an interdisciplinary patient care team.
- Coordinates patient care in collaboration with other interdisciplinary patient care team members.
- Establishes patient goals and treatment plans.

**Requirements****SELECTION REQUIREMENTS:**

**EXPERIENCE\*:** One year of full-time paid experience as a licensed registered nurse performing professional nursing care and services to patients in a psychiatric inpatient care facility.

**LICENSE AND CERTIFICATION\*\*:** Current possession of an active,

unrestricted, permanent license to practice as a Registered Nurse issued by the California Board of Registered Nursing **AND** current certification in accordance with the American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR & AED) Program.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Physical Class**

**Physical Class III – Moderate:** Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**License(s)  
Required**

**\*\*Applicants must submit at the time of application, a photocopy of their valid Registered Nurse license issued by the California Board of Registered Nursing -AND- current certification with the American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR & AED) Program. The required license and certification **MUST** be current and unrestricted. A conditional, provisional, probationary, or restricted, license or certification will **NOT** be accepted.**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable  
Qualifications**

**EXPERIENCE\*:**

- Paid licensed registered nurse experience providing professional nursing care and services to inmate patients in a correctional facility.

**EDUCATION:** Bachelor's Degree in Nursing or Master's Degree in Nursing from an accredited\*\*\* institution.

In order to receive credit for their educational degree, applicants **MUST** submit a legible copy of official transcripts or diploma from the accredited\*\*\* institution at the time of application filing or by the last day of filing, whichever comes first.

Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college Registrar's Office indicating the degree and educational specialty on the university/college letterhead.

**Special  
Requirement  
Information**

\*To receive credit for experience claimed in a state other than California, applicants must provide a legible copy of their current and unrestricted registered nurse license from that state. Title, number, date of issue, date of expiration, and issuing agency must be entered in the License Section of the online application. Applications submitted without the required evidence of licensure will be considered incomplete.

**Accreditation  
Information**

\*\*\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges** and **International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services (NACES)** or the **Association of International Credential Evaluators, Inc. (AICE)**.

**Examination  
Content**

This examination will consist of two (2) parts:

**Part I** - A qualifying written test covering medication calculation. The written test will be administered one-time only. A passing score must be

achieved in order to proceed to Part II of the examination. **A HANDHELD BATTERY/SOLAR POWER OPERATED NON-TAPE PRODUCING CALCULATOR MAY BE USED DURING THE EXAMINATION.**

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

A study guide for the Medication Calculation Examination to help candidates prepare for the written test is available at the following:

[http://file.lacounty.gov/dhr/ehr/cms1\\_202753.pdf](http://file.lacounty.gov/dhr/ehr/cms1_202753.pdf)

**Part II** - An evaluation of training and experience based on application information weighted 100%. **CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION TO BE PLACED ON THE ELIGIBLE LIST.**

**Special  
Information**

Appointees must be willing to work any shift, including evenings, nights, weekends, and holidays, AND at any Los Angeles County Department of Mental Health, Jail Mental Health Services located in a Sheriff's correctional facility.

Appointees will be in direct contact with inmate patients in a jail environment to provide professional nursing care and services to inmate patients.

Past and present mental health clients and their family members who meet the requirements are encouraged to apply.

**Vacancy  
Information**

The resulting eligible list for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health, Jail Mental Health Services located in a Sheriff's custody facility.

**Eligibility  
Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible list.

**Available Shift**

Any

**Application and  
Filing  
Information**

**ONLINE FILING ONLY**

Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application.

Applicants must submit their applications by 5:00 pm, Pacific Standard Time(PST), by the last day of filing.

**INSTRUCTIONS FOR FILING ONLINE:**

To apply online, CLICK on the tab above or below this bulletin which say, **Apply to Job** .

Clear and legible copies of the required documents (e.g. Diploma, Official Transcripts, License, Certificates, etc.) must be uploaded as attachments during application submission -or- faxed to (213) 637-5892 within five (5) business days of filing online or by 5:00 pm, Pacific Standard Time (PST), on the last day of filing, whichever comes first. Faxed documents must include your Name, Exam Number and Exam Title.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. **YOUR ONLINE APPLICATION MUST SHOW COMPLETE LICENSE, EDUCATION, AND WORK EXPERIENCE INFORMATION.** License information section must

show type of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, month, day and year of employment, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours per week. LIST separately each job experience in which you have been employed.

Candidates must provide copies of all required documents at the time of filing.

Applications may be rejected at any stage during the selection process.

**Applications with missing information will be rejected as incomplete.**

All information supplied by applicants is subject to verification.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department Contact Name**

Gloria Lucio

**Department Contact Phone**

(213) 738.2855

**Department Contact Email**

blucio@dmh.lacounty.gov

**ADA Coordinator Phone**

(213) 738-2855

**California Relay Services Phone**

(800) 735-2955

**Job Field**

Nursing

**Job Type**

Professional

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